

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Region Maintenance Coordinator

Class Code: 40461

A. Purpose:

Coordinates equipment purchase, exchange, and disposal; rest area maintenance and repair; and facility construction, maintenance, and repair for an assigned portion of a department to ensure efficiency in the purchase and use of equipment, that rest area facilities are well kept and maintained; and that department facilities meet the needs of the region and are maintained.

B. Distinguishing Feature:

Region Maintenance Coordinators coordinate and oversee a variety of purchasing, maintenance, and repair activities for a region.

Equipment Shop Foremen prioritize and schedule equipment maintenance, plan and schedule work for staff, and manage equipment shop and storeroom facilities and inventories.

Highway Maintenance Supervisors prioritize and assign work to designated highway maintenance units, and supervise.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Coordinates region capital assets and equipment purchases, disposal, and exchanges to ensure equitable and efficient allocation of available funding, and effective use of equipment.
 - a. Compiles, reviews, and prioritizes equipment and capital assets requests from area and operations managers.
 - b. Prepares a capital improvements budget.
 - c. Writes equipment specifications for new equipment.
 - d. Prepares and monitors equipment rental agreements.
 - e. Coordinates exchanges or loans of equipment with other agencies.
 - f. Reviews and signs requisitions for equipment purchases.
 - g. Evaluates equipment to determine what should be sold, and organizes equipment sales for the region.
 - h. Schedules specialized equipment throughout the region.
 - i. Compiles mix needs for the region, and determines and prioritizes locations to set up the hot plant.
 - ii. Oversees hot plant production and purchases.
 - iii. Obtains permits.
2. Coordinates and oversees maintenance and repair of department facilities and rest areas within the region to ensure they are in good repair and well kept.
 - a. Provides preliminary design information for region projects and recommends changes to current designs.
 - b. Prepares and reviews construction and improvement plans, reviews project sites, and makes recommendations for changes; and checks plan quantities for accuracy.
 - c. Coordinates construction work by providing information at pre-construction meetings, coordinating among contractors and utility companies, and ensuring contractors comply with contracts and agreements.
 - d. Oversees rest area inspections, reviews reports, and makes on-site inspections frequently to determine if work is meeting caretaker contracts.

- i. Reviews contracts and makes recommendations for changes.
 - ii. Determines extent of repairs and who should do the repair work.
 - iii. Schedules repair work and orders material.
 - e. Oversees contracts for ongoing and special projects such as weed spraying, storage tank replacement, etc., and ensures compliance.
 - f. Reviews invoices, bills, vouchers, and approves payment.
3. Oversees maintenance activities by determining maintenance needs throughout the region, and scheduling and prioritizing projects to ensure the most cost effective and timely use of region resources.
- a. Provides work direction and technical advice to region maintenance forces.
 - b. Determines the scope of work, manpower and equipment needs, and materials for assigned projects; and whether repairs should be made by contracted or department labor.
 - c. Meets with vendors on new products and materials and determines whether to conduct research on them or recommend purchase of them.
 - d. Coordinates product research with maintenance supervisors and evaluates new products and updated methods in various specialized processes.
 - e. Maintains required records and reports.
 - f. Compiles the annual maintenance performance budget received from area managers and makes recommendations on priorities.
 - g. Makes recommendations on training for maintenance personnel.
4. Performs other work as assigned.

D. Reporting Relationships:

Reports to an Operations Engineer. Does not supervise.

E. Challenges and Problems:

Challenged to coordinate and prioritize equipment and facility maintenance and repair, and specialized maintenance and repair needs in a region that is basically one-fourth of the state. This is difficult because the region is composed of numerous department shops with maintenance and repair requirements at all levels; there are hundreds of pieces of equipment and vehicles of all ages and levels of operational capability that must be monitored; and rest areas must be maintained to meet public expectations. Further challenged to test and evaluate new materials and methods. This is challenging because of varying weather and other natural conditions, and demographic impact.

Problems include evaluating equipment for remaining life and value and organizing region-wide sales; writing equipment specifications that meet the needs of the region while remaining cost effective; coordinating the hot plant schedule to include as many maintenance projects as possible in as close a proximity as possible; prioritizing facility maintenance and repair needs from multiple and diverse requests; and determining the scope of, and prioritizing infrastructure repairs over such a large area.

F. Decision-making Authority:

Decisions include when and where equipment sales will be held; locations and schedule for the hot plant; the content of equipment specifications; whether contractors are in compliance with contracts and agreements; the scope of repair needed on select projects; assignment of work, equipment, and materials to select projects; whether repair methods and materials are appropriate for the job at hand; and recommendations for which equipment to sell, capital asset

budgets, maintenance performance budgets, design changes, training needs, and the use of new products.

Decisions referred include final approval of budgets, equipment purchases and disposal, maintenance and repair projects, contract enforcement, adoption of new products and methods, and training.

G. Contact with Others:

Daily contact with area engineers and maintenance supervisors to exchange information about equipment needs, repair work, and hot plant operation, and to borrow crew members; weekly contact with equipment dealers regarding specifications; with vendors to obtain product and price information; with contractors to oversee and inspect work; with the central office to recommend changes to construction procedures and projects, and to provide comments on plans and shop drawings; and frequently with other agencies for purchasing, approval of specification items, etc.

H. Working Conditions:

Works in an office environment and in the field while performing inspections, and is exposed to traffic and varying weather conditions; and works around heavy equipment and hazardous materials and chemicals.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- a wide variety of equipment and vehicles, their operation, value, and life expectancy;
- state and federal purchasing processes and schedules;
- methods and materials used in the maintenance and repair of buildings, bridges, highways, and other facilities;
- construction plans;
- budget, voucher, and requisition preparation and processing;
- human resources management sufficient to coordinate and assign work to maintenance, technical, and professional positions;
- time management techniques;
- contract preparation;
- basic computer terminology and applications;
- record keeping.

Ability to:

- organize, evaluate, and prioritize large amounts of data and information;
- determine the remaining life and value of equipment;
- read and interpret construction plans;
- perform construction inspections;
- communicate information clearly and concisely;
- assign work to maintenance, technical, and professional personnel; and provide work direction without supervisory authority.